FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

## Summary Information

**Permit No:** F00056161-A **Type of Permit:** FILMING **Release Date:** 09/20/2012

**Production Company** UNIVERSAL NETWORK TELEVISION LLC

**Insured Company Name** UNIVERSAL NETWORK TELEVISION LLC

Contact Phone No. 1 818-777-1000
Contact Phone No. 2
Fax 310-969-1100
Address 100 UNIVERSAL CITY PLAZA, BLDG 1320/PH 1
UNIVERSAL CITY, California 91608

**Production Title** THE OFFICE #9007

**Type of Production** TV Sitcom

**Producer** STEVE BURGESS

**Director** JOHN KRASINSKI

**1st AD** KELLY CANTLEY

**Production Manager** MEREDITH ZAMSKY

**FilmL.A. Coordinator** Daniel Alvarez

**Location Manager** KYLE ALEXANDER
Primary Phone Mobile - 310-909-9064
Secondary Phone Office - 818-786-6666

**Location Assistant** NA NA
Primary Phone Mobile - 000-000-0000
Secondary Phone

### Fees

| | |
|---|---|
| LA COUNTY - BEACH USE $800.00 | **Total Permit Fee** $900.00 |
| FILMLA FILM PERMIT RIDER FEE $100.00 | **Number of Locations** 3 |

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## Summary Information

## Location



| | | | |
|---|---|---|---|
| **Permit Number** | F00056161-A | **Location Manager** | KYLE ALEXANDER |
| **Production Company** | UNIVERSAL NETWORK TELEVISION L... | Primary Phone | Mobile - 310-909-9064 |
| **Insured Company** | UNIVERSAL NETWORK TELEVISION L... | Secondary Phone | Office - 818-786-6666 |
| **Production Title** | THE OFFICE #9007 | | |

**Location Address** 13650 Mindanao Way, Marina del Rey, CA, 90292

**Location Name** BURTON CHACE PARK

**Location Type** Park

**Location Description** BEACHES AND HARBOR PARK MUST SETUP WALK THRU W/ PARK SUPERVISOR, 310-305-9595

**Film Dates** 9/21/2012 - 9/21/2012 06:00 - 20:00 1 day

**Open or Closed to the Public** Open

**Generic Conditions**
All Vehicles must be parked legally.
Must comply with attached Rec & Park Conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with merchant activity

**Please see attached documents**
COUNTY PARKING LOT GUIDELINES.pdf
REVISED SPECIAL CONDITIONS AT BURTON CHACE PARK 8-22-11.pdf
MarinaDelRey_SpecialFilmingConditions_2011-08.pdf

**Equipment on Location**

| Type | Quantity |
|---|---|
| 5 or 10 ton trucks | 7 |
| Cast/Crew vehicles | 100 |
| Cube Trucks | 1 |
| Generator | 1 |
| Trailers | 5 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 3 |
| Crew | 75 |
| Extras | 17 |
| LA County FSA assigned | 1 |
| Sheriff/CHP | 2 |

**Filming Activities** EXTERIOR DIALOGUE IN PARK -; Intermittent pedestrian control and Intermittent traffic control ; Place greens on park property; install/remove set dressing signage on park property and perimeter fencing; Extras on the fishing dock. ;

**Jurisdiction** **Political:** Los Angeles County - Supervisor District 4 **Police:** Los Angeles County Sheriff **Fire:** Los Angeles County

**Thomas Guide** **Page:** 672 **Grid:** B7

**Location Notes** COMPANIES MUST OBTAIN APPROVAL FROM LEASE HOLDERS FOR THE USE OF THE BOAT DOCKS.

**Approvals** LOS ANGELES COUNTY DEPARTMENT OF BEACHES & HARBORS Marisol Camey

**Coordinator Note** Vehicles/Equipment in Burton Chace Park:

1 generator
1 picture car
Equipment carts (camera, grip, electric, props, craft service)
2 Stakebed Trucks

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## Summary Information

## Location



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| **Insured Company** | UNIVERSAL NETWORK TELEVISION L... | Secondary Phone | Office - 818-786-6666 |
| **Production Title** | THE OFFICE #9007 | | |

**Coordinator Note** FIRE DEPT # 12-2215-110
FSA REQUIRED

**Parking**

**Base Camp**
Location Type :
Other Location
13589 Mindanao Way,
Marina del Rey, CA, 90292

**Crew Parking**
Location Type :
Other Location
13589 Mindanao Way,
Marina del Rey, CA, 90292

**Parking Notes**
Friday 9/21/2012
MDR Lot #2
Hours: 4am - 10pm
Parking Spaces: 150 (combination of crew cars and base camp)
Use of EXIT driveway on Mindanao Way for ingress/egress of oversized vehicles (Modern Parking will lower the spikes @ 4am)
Spikes down 0400-0800am
150 space for 0400 %u2013 2200hrs

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## Summary Information — Location



| | | | |
|---|---|---|---|
| **Permit Number** | F00056161-A | **Location Manager** | KYLE ALEXANDER |
| **Production Company** | UNIVERSAL NETWORK TELEVISION L... | Primary Phone | Mobile - 310-909-9064 |
| **Insured Company** | UNIVERSAL NETWORK TELEVISION L... | Secondary Phone | Office - 818-786-6666 |
| **Production Title** | THE OFFICE #9007 | | |

**Location Address** 13575 Mindanao Way, Marina del Rey, CA, 90292

**Location Type** Pier

**Film Dates** 9/21/2012 - 9/21/2012 06:00 - 20:00 1 day

**Open or Closed to the Public** Open

**Generic Conditions**
All Vehicles must be parked legally.
Must comply with attached Rec & Park Conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with merchant activity

**Please see attached document** MarinaDelRey_SpecialFilmingConditions_2011-08.pdf

**Equipment on Location**

| Type | Quantity |
|---|---|
| 5 or 10 ton trucks | 7 |
| Cast/Crew vehicles | 100 |
| Cube Trucks | 1 |
| Generator | 1 |
| Trailers | 5 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 3 |
| Crew | 75 |
| Extras | 17 |
| LA County FSA assigned | 1 |
| Lifeguard Required | 1 |
| Sheriff/CHP | 2 |

**Filming Activities** EXTERIOR DIALOGUE ON DOCKS (WEST END OF ANCHORAGE 47) EXTERIOR DIALOGUE ON BOAT; TEMPORARY FLOATING PLATFORM ON WATER FOR CAMERA, EQUIPOMENT AND PERSONNEL 12' X 34'; 2 MIN. IPC IN PARK AND ON DOCKS, EXTRAS ON FISHING DOCK; Intermittent pedestrian control and Intermittent traffic control - 2 minutes standard on 4 hour transient dock; 1 additional floating camera/equipment platform total 2; Launching the floating docks at the Public Launch Ramp facility; WALK AND TALK, BOAT LEAVES DOCK, 2 SUPPORT BOATS, 2 BACKGROUND BOATS;

**Jurisdiction** **Political:** Los Angeles County - Supervisor District 4 **Police:** Los Angeles County Sheriff **Fire:** Los Angeles County

**Thomas Guide** **Page:** 672 **Grid:** B7

**Approvals** LOS ANGELES COUNTY DEPARTMENT OF BEACHES & HARBORS Marisol Camey

**Coordinator Note** Lifeguard required from 0600 to 2000hrs

**Coordinator Note**
Caution sea lion activities on docks.
Using docks G204 And G216 dock fees to be paid directly to Anchorage 47 staff.
No Cranes permitted to be on Anchorage 47 docks- Weight caution.

**Coordinator Note** MUST USE FURTHEST NORTH LANE IN PUBLIC LAUNCH RAMP TO LAUNCH FLOATING DOCKS

**Coordinator Note**
FIRE DEPT # 12-2215-110
FSA REQUIRED

NOT A PERMIT

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## Summary Information

## Location



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|---|---|---|---|
| **Permit Number** | F00056161-A | **Location Manager** | KYLE ALEXANDER |
| **Production Company** | UNIVERSAL NETWORK TELEVISION L... | Primary Phone | Mobile - 310-909-9064 |
| **Insured Company** | UNIVERSAL NETWORK TELEVISION L... | Secondary Phone | Office - 818-786-6666 |
| **Production Title** | THE OFFICE #9007 | | |

**Parking**

**Base Camp**
Location Type : Other Location
13589 Mindanao Way, Marina del Rey, CA, 90292

**Crew Parking**
Location Type : Other Location
13589 Mindanao Way, Marina del Rey, CA, 90292

**Parking Notes**
Friday 9/21/2012
MDR Lot #2
Hours: 4am - 10pm
Parking Spaces: 150 (combination of crew cars and base camp)
Use of EXIT driveway on Mindanao Way for ingress/egress of oversized vehicles (Modern Parking will lower the spikes @ 4am)
Spikes down 0400-0800am
150 space for 0400 %u2013 2200hrs

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## Summary Information

## Location



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|---|---|---|---|
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| **Production Company** | UNIVERSAL NETWORK TELEVISION L... | Primary Phone | Mobile - 310-909-9064 |
| **Insured Company** | UNIVERSAL NETWORK TELEVISION L... | Secondary Phone | Office - 818-786-6666 |
| **Production Title** | THE OFFICE #9007 | | |

**Location Address** 13589 Mindanao Way, Marina del Rey, CA, 90292

**Location Type** Pier

**Location Description** LA COUNTY/BOAT CLUB

**Film Dates** 9/21/2012 - 9/21/2012 06:00 - 20:00 1 day

**Open or Closed to the Public** Open

**Generic Conditions**
All Vehicles must be parked legally.
Must comply with attached Rec & Park Conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with merchant activity

**Please see attached document** MarinaDelRey_SpecialFilmingConditions_2011-08.pdf

**Equipment on Location**

| Type | Quantity |
|---|---|
| 5 or 10 ton trucks | 7 |
| Cast/Crew vehicles | 100 |
| Cube Trucks | 1 |
| Generator | 1 |
| Trailers | 5 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 3 |
| Crew | 75 |
| Extras | 17 |
| Sheriff/CHP | 2 |

**Filming Activities** LOCATION FOR BASE CAMP AND CATERING ONLY;

**Jurisdiction** **Political:** Los Angeles County - Supervisor District 4 **Police:** Los Angeles County Sheriff **Fire:** Los Angeles County

**Thomas Guide** **Page:** 672 **Grid:** B7

**Approvals** LOS ANGELES COUNTY DEPARTMENT OF BEACHES & HARBORS Marisol Camey

**Parking**

**Base Camp** 13589 Mindanao Way, Marina del Rey, CA, 90292
Location Type : Other Location

**Crew Parking** 13589 Mindanao Way, Marina del Rey, CA, 90292
Location Type : Other Location

**Parking Notes**
Friday 9/21/2012
MDR Lot #2
Hours: 4am - 10pm
Parking Spaces: 150 (combination of crew cars and base camp)
Use of EXIT driveway on Mindanao Way for ingress/egress of oversized vehicles (Modern Parking will lower the spikes @ 4am)
Spikes down 0400-0800am
150 space for 0400 %u2013 2200hrs

NOT A PERMIT

PARKING LOT GUIDELINES
FOR THE USE OF COUNTY PARKING LOTS
OPERATED BY PARKING MANAGEMENT COMPANY

- **THE PRODUCTION COMPANY IS PROHIBITED FROM PARKING IN DISABLED PARKING SPACES, SHORT-TERM METERED OR BLOCK ANY PAY STATIONS AT ANYTIME (NO EXCEPTIONS).**

- The production company may not block public or emergency access or park vehicles in any front row adjacent to local businesses at Venice Beach at any time (see parking lot maps).

- A walk through is to be conducted after the production company has parked all of its vehicles. This walk through is to be done by the location manager (or designated representative) and a parking contractor supervisor to determine the exact number of spaces being utilized and that number is called into the parking contractor's office. The location manager must make arrangements to meet again with the parking contractor supervisor at a designated time to confirm spaces prior to vacating the parking lot and again that number is called into the parking contractor's office.

- The production company will be invoiced for any additional spaces occupied by cast/crew members' cars, equipment vehicles and coned-off spaces.

- Production companies wanting to use parking spaces at one of the parking contractor operated parking lots on the beach or in the Marina del Rey area must contact the parking contractor directly (310.821.1081) and speak with office management. Normal business hours are Monday through Friday, 8am to 5pm.

- Parking fees are **not** included on film permits. A film permit number must be provided to the parking contractor and the contractor will provide the production company **estimated charges** for the use of the parking lot(s). Payment arrangements must be made with the parking contractor directly at least one business day prior (and before 4pm) for the use of the parking lot(s).

- Cancellations of a parking contract must be done at least one day prior. Refunds will be given within ten to twelve weeks.

- A parking contract does not constitute a film permit.

**FilmLA 3/24/2010**

NO PERMIT

# Special Filming Conditions

## BURTON CHACE PARK

The Special Filming Conditions described below will be included in the terms and conditions of permits issued for filming in this area and are in addition to the standard terms and conditions applicable to filming permits generally. While these Special Filming Conditions will be included as terms if a permit for filming in this area is issued, they are not intended to, and do not, establish the criteria or standards for determining whether or not a particular permit (or permits) will be issued for this area. The decision whether or not a particular permit (or permits) will be issued is vested in the discretion of the appropriate City or County department or their designees (including FilmL.A., Inc), to be exercised consistent with public health, safety and general welfare, and applicable land-use ordinances.

These conditions have been drafted by the Los County Department of Beaches & Harbors to help facilitate filming in the unincorporated area of Marina del Rey in the County of Los Angeles.

- For inquiries about park or dock availability for filming call 310-305-9595. A walk-thru with Park Supervisor must be performed. All filming information, including prep & strike, must be provided at the time of walk-thru.
- No filming on weekends or Tuesdays.
- No catering on park property. Craft services allowed if it falls within the allotted vehicles.
- Must adhere to 10 mph speed limit.
- No structure altering activity. No exceptions.
- Use of guest docks, Picnic Shelter A and Community Room require approval from DBH and an additional fee.
- Cables guards must be used whenever cables cross a walking path or access road.
- No filming, parking or staging in red cul-da-sac area.
- No filming, blocking or parking on access ramps or storm drains.
- No vehicles or other equipment on turf, unless otherwise approved by DBH.
- No directional signs may be posted in Marina del Rey.
- Must obtain prior approval from DBH to place vehicle and equipment on pedestrian walkway. Vehicles and equipment must be able to move in the event of an emergency.
- No parking in metered parking lot. Parking can be arranged at nearby lots.
- May not block emergency access road. One lane of the Park's emergency access road must be kept open at all times.
- Park rounds or the Public Picnic Shelters may not be use for film production, unless otherwise approved by DBH.
- Emergency road spike unit may not be covered. These spikes will only be lowered by DBH parking unit and not prior to 7:30 a.m.
- Only equipment trucks and cars needed for filming, and covered by film company insurance, are allowed in the park. This includes private vehicles of Los Angeles County personnel assigned to the production company.
- Only the following production vehicles are allowed in the park: 1 generator, 2 cast vehicles (max), 2 stake beds, and 1 camera truck. No dressing room trailers or other similar facilities on park grounds. They may only be stationed in area adjacent to Helmsman statue and the half circular area adjacent to the SMWYC. No production vehicles over 5 tons or longer that 35 feet are permitted in the park.

NOT A PERMIT

- L.A. County Sheriff is required for all film production. A Sheriff is not required for still photography. To schedule a Sheriff, contact Marsha Townsend at (323) 267-4814 or (323) 810-3129.
- LA County Sheriff assigned to location will raise gate arm and remove posts blocking emergency access road.
- Production companies filming on a dock or a boat in the Marina will be required to have an L.A. County Lifeguard for the entire time of dock usage. Lifeguards are on a 4-hour minimum.
- No equipment, cables or production vehicles may be left in park overnight without prior approval from DBH. Company must provide security guard.
- Must adhere to FilmL.A. permitted hours, approved by Los Angeles County Beaches and Harbor. No filming prior to 6:00 am and must vacate park by 10:00pm.
- All vehicles or equipment over 1,500 pounds must remain 15 feet from seawall.

NOT A PERMIT

# Special Filming Conditions
# MARINA DEL REY

The Special Filming Conditions described below will be included in the terms and conditions of permits issued for filming in this area and are in addition to the standard terms and conditions applicable to filming permits generally. While these Special Filming Conditions will be included as terms if a permit for filming in this area is issued, they are not intended to, and do not, establish the criteria or standards for determining whether or not a particular permit (or permits) will be issued for this area. The decision whether or not a particular permit (or permits) will be issued is vested in the discretion of the appropriate City or County department or their designees (including FilmL.A., Inc.), to be exercised consistent with public health, safety and general welfare, and applicable land-use ordinances.

These conditions have been drafted by the Los County Department of Beaches & Harbors to help facilitate filming on Los Angeles County Beaches.

- No directional signs may be posted in Marina del Rey
- No filming on weekends.
- Sheriff or CHP officer required when filming on LA County roads within Marina del Rey.
- Street closures will be considered on a case-by-case basis. Intermittent traffic control allowed with two (2) CHP or Sheriff Officer during the hours of 9:00 am and 3:00 pm or after 7:00 pm.
- Film requests from Memorial Day weekend to Labor Day will be considered on a case-by-case basis.
- Companies may not make any alterations to structures within the County operated parking lots
- Production companies may not place plywood or any other material over spikes in County operated parking lots. Must contact DBH s parking contractor to lower spikes.
- Production companies filming on a dock or a boat in the Marina will be required to have an L.A. County Lifeguard for the entire time of dock usage. Lifeguards are on a 4-hour minimum.
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# MARINA DEL REY

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